

Advantage 4 Steering Committee Meeting
September 30, 2022 – 8:30am

Participants:

Auditor Racines
Deputy Auditor Trautwein
Kris Quick, Payroll & Fiscal Division Manager – Auditor's Office
Jerry Rief, Technology Division Manager – Auditor's Office
Christian Dorr, Senior Computer Technology Analyst – Auditor's Office
Erin Benskin, Accounting Division Manager – Auditor's Office
Ted Robinette, Principal Accountant – Auditor's Office
Leesha McIntire, Principal Accountant – Auditor's Office
Colleen Quinn, Chief Financial Officer – Department of Family Services
Eric McVicker, Chief Financial Officer – Department of Health
Kirsten Anderson, Chief Financial Officer – Enterprise Technology Services
Christina Merritt, Deputy Chief Financial Officer – Department of Workforce Services
Jess Ketcham, Budget Administrator – State Budget Department
Erin Williams, Administrator–Human Resources Division–Department of Administration & Information
Rory Horsley, Chief Financial Officer – Department of Administration & Information
Dawn Williams, Deputy State Treasurer
Lyndsay Orr, Accounting Manager – Wyoming Business Council
Renny MacKay, Policy Director – Governor's Office
Robin Martin, Chief Financial Officer – Department of Workforce Services
Claire Smith, Chief Financial Officer – Wyoming Supreme Court
Brenda Reedy, Human Resource Manager – Wyoming Supreme Court
Danna Westcott, CGI

Auditor Racines welcomed those attending and wished everyone a happy Friday and payday. She thanked Kris Quick for his work to make sure payroll is always timely and accurate.

The Auditor indicated the last Steering Committee meeting was held on August 26th, 2022. Minutes from that meeting were emailed out on Tuesday. They are also posted on the Auditor's website.

Eydie Trautwein provided a quick update on the general project plan. The big news is that the infoAdvantage environments (both a test environment and a production environment) have now been delivered. The delay in these environments had started to impact the project plan and timelines, but now things are back on track. Ms. Trautwein stated that User Acceptance Testing continues to go well and now there are a lot of behind the scenes (technical) work that is occurring as part of the upgrade. We are in the final (6 month) stretch of the project and making sure everything is ready for a March, 2023 "go-live."

Kris Quick provided a Configuration and Training Subcommittee update. UAT is going well. There were 12 UAT sessions offered in September and the SAO will continue to host UAT sessions through November. The feedback in the sessions is positive and many attendees love the new “look and feel” and have asked if we can go live with the new system earlier. Renny MacKay asked if the SAO would allow some users to go sooner and Kris Quick said unfortunately not, there is still a lot of behind the scenes work that needs to be done. Eric McVicker, Colleen Quinn and Dawn Williams all reported that their staff thinks UAT is going very well and complimented the SAO on their work. Ms. Trautwein offered that an agency can request a specific UAT session for their staff (SAO was recently able to accommodate a request like this from WYDOT). Kris Quick provided an update on the development of videos and all is going well. Several training videos will be developed this month. Mr. Quick reported that SAO staff is working on testing infoAdvantage reports (now that we have the environments) and initial testing is going well, no big issues.

Ms. Trautwein provided an update from the Communication and Outreach Committee. Monthly email communications are continuing. A subject matter minute on Advantage 4 was released on September 29th – this went out to all state employees. The link to the episode is here: <https://youtu.be/Z8NNYSh5gUo>. Agency meet and greets will start soon and the Auditor and Deputy will check in with agency directors and CFOs. Ms. Trautwein asked if everyone feels like there is adequate communication and to please let her know if the committee feels like we need to increase emails or notices about the upgrade.

Jerry Rief provided a Technical Subcommittee update and said their team is continuing to test scripts and run cycles – they have performed 4 FIN cycles and a partial HRM cycle. Mr. Rief stated that the BIRT forms have all been completed. CGI is still working on our current New Interface Process (NIP) process and this customization is 75% complete. Once we have this completed, we will hold subcommittee meetings. His team continues to make progress on Advantage connection functionality, which is a replacement for NIP. The first (of three) mock cut-overs is scheduled for October 20th. This will be a “test” of a transition from 3.11 to 4.0 to make sure the change from 3.11 to 4.0 happens seamlessly in March. Ms. Trautwein reported that as part of the contract, we will have several test cut-overs to make sure any impact to users is mitigated. Additional mock cut-overs will occur in November and December.

Kris Quick gave a demonstration of the “new” infoAdvantage – which has largely stayed the same. The initial log-in and landing page has changed (looks different) and there is some new functionality because the old version of business objects will no longer be available. But, all the reports look the same. Mr. Quick gave a quick overview of how to navigate the infoAdvantage home page and showed some new functionality: favorites and export capabilities. Claire Smith asked whether or not any of the report scheduling would change and

Mr. Quick said no, CGI was able to carry forward all scheduled reports from 3.11 to 4.0 and the scheduling of reports is easier to perform in 4.0. He showed the scheduling pages and how to look to see if a report had been scheduled. Leesha McIntire highlighted new functionality she is excited about, including how to look up reports, how to more easily identify and search for report prompts and how to select (pin) favorites. The SAO is continuing to test and learn about new functionality and the plan is to offer some "sneak peeks" of infoAdvantage in December and start to integrate infoAdvantage report testing into scheduled UAT. SAO will also be creating infoAdvantage navigational videos and training materials.

Auditor Racines asked if there were any questions or feedback, thanked everyone for attending and reminded attendees that the next meeting is scheduled for October 28, 2022 at 8:30am.